

Training Opportunities

VIP Electronic Death Registration System (EDRS) and Changes to the Death Certification Process

The EDRS was implemented on September 1, 2014. To assist the user community in transitioning to the new process, the Registry of Vital Records and Statistics will provide an in-person Round Table Discussion and Demonstration Session each week during October. Additionally, the Registry has provided pre-recorded webinars for each user role that can be taken by interested users at any time. The practice environment, The Sandbox, is available for practice 24/7.

The Registry strongly encourages all users to participate in the Round Table Discussions, listen to the recorded webinars, and practice in the Sandbox environment as much as possible.

Check our VIP Updates website for updates on the project schedule, webinar offerings, enrollment guides, training material and other informational materials at <http://www.mass.gov/dph/edrs>. Please share this information with your colleagues.

Round Table Discussion and Demonstration Sessions

You are invited to come to the Registry to attend these Round Table Sessions during any of the reserved times. The information sessions are likely to take two hours if we have representatives from all user communities. You will have the opportunity to ask specific questions to RVRS staff and receive answers as well as demonstrations of EDRS use following posed scenarios.

Remaining September Round Table Schedule

- Tuesday, September 23rd from 1:00 pm – 3:00 pm
- Friday, September 26th from 10:00 am – 12:00 pm

October Round Table Schedule

Every Friday in October from 1:30 – 3:30 pm

Location

Held at the Registry Large Conference Room

- 150 Mt Vernon St, Dorchester, MA 02125
- Free Parking
- Seats up to 30

Recorded Webinars

To support the training needs of our user community, the RVRS has recorded a set of webinars. Recorded Webinars are available for training anytime.

- Register and take the webinars when you have time. Go to the Educational Materials section of www.mass.gov/dph/edrs to view or download the Links to Recorded Webinars.
- Email specific questions to vip@state.ma.us with the **subject, “Webinar Question”** to have your question routed to program staff. You can also submit questions using the post webinar survey
- Additional webinars on specific topics will be added

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EDRS Help Desk Numbers

Contact the V.I.P. Project Team with any questions or comments

- by email: vip@state.ma.us
- or by telephone
 - For technical problems using VIP or for enrollment help, call 617-740-2675.
 - For forms, data entry, or policy and procedure help, call 617-740-2674.

Sandbox Practice

The VIP software practice site, the Sandbox, has been available since April. Download the Quick Start Guide for your user role, watch the recorded webinar for your user role to obtain the password and a demonstration. You can request the Sandbox Cheat Sheet with the usernames that work in the Sandbox by emailing vip@state.ma.us. You will use one of the shared practice usernames to log in. This practice environment will continue to be used for training after implementation:

<http://173.166.20.212:8080/vips/>.

–This is a small, practice environment. Performance on this site will not be the same as the production environment. Please expect this site to perform slower than the production system.

–This environment cannot process faxes – in or out. The fax attestation process, evidence faxing, and viewing of faxed images will only be available when we go live.

–Printing is currently not available in the Sandbox. Sample forms are available.

–*All*ways use fictional information that if printed will never be mistaken for an authentic record.

–*Never* use actual social security numbers. Use only 999-99-9999 and confirm that the SSN is unknown.

–If the last name of the decedent is a city or town name, that record is being used by that city or town to practice with partners. If it is not your record, please use another.